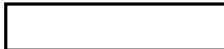


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AGENCY PERSONNEL OBJECTIVES



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1. To recruit within the full meaning of equal employment opportunity policies the best qualified individuals who have demonstrated ability or potential for development to serve present and future personnel requirements.
2. To maintain standards of conduct which expect employees to work to their full ability, to maintain a spirit of cooperativeness in their work, to be willing to serve the Agency's needs wherever and whenever required, and to adhere to exemplary standards of behavior in their private and official lives.
3. To provide employees with:
  - (a) Opportunities for making the best use of their training and experience.
  - (b) Avenues for employment and advancement on the basis of ability and performance.
  - (c) Equal pay for substantially equal work within prevailing pay systems.
  - (d) An environment in which individual employees received opportunities and job satisfaction commensurate with their individual skills, abilities, and contributions.
4. To operate an Agency-wide evaluation program for determining those employees with the most and least potential and to identify those employees who fail to meet current work requirements or suitability standards and to separate equitably those whose continued employment is not in the national interest.
5. To foster close and open communications between Agency officials and employees.

AGENCY PERSONNEL MANAGEMENT PROGRAM RESPONSIBILITIES



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The Director's designated representative and each of the Deputy Directors are Heads of their respective Career Services and are responsible for the application and functioning of the Agency's personnel program as it applies to employees under their career jurisdiction. They will exercise the following specific career service responsibilities:

- (a) Develop and disseminate uniform promotion criteria.
- (b) Establish an appropriate Career Service panel structure and procedure to conduct, at least annually, the evaluation and ranking of professional personnel.
- (c) Provide the evaluation panels with uniform ranking criteria that will identify employees with the highest and least potential and those in between. Normally, those having the lowest rankings will have this fact made known to them.
- (d) Review periodically the evaluation activities and results.
- (e) Establish Career Service personnel objectives in connection with personnel management evaluation systems such as Annual Personnel Plan (APP) and Personnel Development Program (PDP).
- (f) Establish at the directorate level a program and criteria for the career management of supergrade personnel. The program will include a system to review annually supergrade personnel in personal rank assignments and to effect corrective action when needed.
- (g) Create a Career Service-wide counseling program which provides:
  - (1) Counseling for employees whenever it is recommended in the course of an evaluation process.
  - (2) A visible counseling service where employees may go on their own initiative for career guidance and job assistance.
- (h) Organize Career Sub-Groups below the directorate level as they are deemed appropriate to implement the personnel policies and programs of the Career Service. These Career Sub-Groups may be organized on either a grade, function, or program basis.
- (i) Establish Career Service standards for selecting candidates to attend senior schools or courses.

- (j) Establish Career Service policy and standards for approving external full-time and part-time training.
- (k) Establish minimum training standards for managerial and occupational positions when training is considered necessary for job performance and employee development.
- (l) Establish policy to facilitate inter-Career Service transfers and rotational tours.
- (m) Establish policy guidance and procedures for recommending Honor and Merit Awards.
- (n) Develop procedures for handling surplus employees to include appropriate counseling, retraining or reassignment, and notification of their surplus status.
- (o) Establish a uniform grievance procedure for the Career Service.